

Job Description  
*Missouri State Highway Patrol*

Class Title: Chief Accountant

Title Code: V00194

Effective Date: 03/20/2009

Date Reviewed: 03/20/2009 BPD

Date Revised: 03/20/2009 HRD

**Immediate Supervisor:** Assistant Director

**Position Supervised:** Fiscal and Budgetary Analyst, Insurance Clerk, Accountant

**FLSA Classification:** Exempt

**Working Hours:** An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this position performs supervisory and advanced professional accounting and managerial work, and is responsible for coordinating all activities related to federal grants, payroll, insurance/benefits, and accounts payable/accounts receivable in the Budget and Procurement Division. The position also plays a key role in the preparation and maintenance of the Patrol's annual operating budget. General supervision is provided by the immediate supervisor to ensure conformance with established rules, policies, and procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks, which may be found in positions of this class.)

Plans, directs, trains, and supervises the work of employees assigned to federal grants, payroll, insurance/benefits, and accounts payable/accounts receivable, and evaluates their work for accuracy and compliance with proper policies and procedures; takes corrective action for any discrepancies found in work when necessary.

Assists with preparation and maintenance of the Patrol's annual operating budget, including submission of decision items, core reconciliations, fund financial summaries; and monitoring of all Patrol expense and equipment appropriations and allocations throughout the year.

Manages and coordinates all aspects of federal grant proposals; ensures proper spending authority is available; reviews and evaluates federal grants and assistance programs for compliance with procedures and regulations; oversees preparation and submission of grant applications and financial and progress reports, as well as monitoring of any grant subrecipients.

Directs all matters relating to the administration of the Patrol's semi-monthly payroll and fringe benefits, health and life insurance, workers' compensation, etc.; responsible for the dissemination of information affecting employees; reviews and revises procedure manuals as needed; develops new forms and evaluates existing forms for efficiency and effectiveness.

Oversees the review of monthly expense reports, purchase orders, invoices, moving expenses, uniform expenses, and supporting documentation to ensure accuracy and compliance with state regulations. Provides guidance in use of proper fund, appropriation, and object codes, and ensures that adequate allocations exist to cover payments.

Reviews and calculates various cost estimates for supervisors, administrative staff, and other personnel, and provides information and assistance as needed; prepares reports for projecting estimated expenditures and availability of funds for various programs.

Coordinates security and workflow for SAM II Financial system, including preparation of forms to establish proper access for new users, modified access for existing users, and termination of access when necessary.

Performs monthly reconciliation of Patrol's criminal forfeiture account, where seized cash is maintained pending court ordered disposition.

Reviews policies and procedures and suggests changes or updates, provides consultative and technical assistance to divisions, troops, and command staff in the use of funds and application of various procedures, and serves as technical expert and provides training in relevant areas.

Acts as liaison between the Patrol and other agencies or individuals.

Operates standard office equipment (e.g., personal computer, laptop computer, calculator, telephone, copier, shredder, etc.).

Performs job-related travel to attend training meetings and seminars.

Conducts training meetings and makes presentations to groups, as necessary.

May work a nonstandard schedule during the legislative session and during budget preparation.

Performs other related duties as assigned.

#### REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Thorough knowledge of Patrol and State policies and procedures dealing with grant management, payroll, insurance, and revenue and expenses.

Thorough knowledge of automated data processing systems and PC software.

Thorough knowledge of modern office practices, procedures, and equipment.

Thorough knowledge of accounting principles and practices and their application to a variety of accounting transactions.

Thorough knowledge of the budget process.

Thorough knowledge of SAM II Financial and HR/Payroll, BRASS, and the Data Warehouse.

Thorough knowledge of the legislative process.

Thorough knowledge of federal grants administration, the payroll process, fringe benefits, and the legislative process.

Thorough knowledge of the basic principles and practices of supervisory and management techniques.

Ability to work as a team leader and positively interact with a variety of people, including administrative staff, employees, vendors, etc.

Ability to interpret complex reports and statements.

Ability to evaluate financial systems.

Ability to direct and supervise professional and technical personnel engaged in a variety of fiscal, payroll, and insurance related activities.

Ability to plan, prioritize, and manage multiple projects and work under pressure.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to verify documents and reports produced and received, and take proper steps to reconcile errors.

Ability to prepare and present complete and accurate accounting reports and statements.

Ability to work independently with general supervision.

Ability to establish and maintain effective working relations with other employees, division directors, and representatives from state and federal agencies.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to make decisions in accordance with statutory and department rules, regulations, policies, and procedures and apply these to work problems.

Ability to develop, implement, and modify internal procedures and systems.

Ability to operate office equipment as detailed in the description of duties.

Ability to receive, review, and analyze budget requests.

Ability to coordinate fiscal note preparation within the organization.

Ability to maintain the organization's appropriations in a computerized accounting system and allocate funds accordingly.

Ability to provide technical guidance in budget monitoring and maintenance.

Ability to prepare standard and ad hoc reports.

Ability to perform job-related travel.

Ability to accommodate a nonstandard schedule during the legislative session during budget preparation.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

#### MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a four-year college or university with a bachelor's degree in accounting, finance, or closely related field AND possess at least four years of experience in responsible managerial and/or financial work.

Supervisory experience is preferred, but not required.

NECESSARY SPECIAL REQUIREMENTS

Must satisfactory complete the Patrol's supervisory course within one year of appointment as a Chief Accountant.